

## **Cook, A/C**

### **\$2,631 - \$3,420 Monthly (Range 39) Plus Benefits**

#### **Agency Information**

The Department of Corrections is seeking a highly motivated and qualified individual as a Cook, A/C located at Clallam Bay Corrections Center in Clallam Bay, Washington.

##### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

##### **DOC offers:**

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

#### **Duties**

Supervises and instructs inmates in general cooking, baking, meat cutting, and food preparation and service; grades inmates on performance, progress and attitude; supervises apportionment and method of food service in dining areas;

Inspects kitchen, dining and food preparation areas to ensure proper food handling, sanitation, elimination of safety and security hazards and proper care, use and security of culinary equipment;

Checks food during and after preparation to ensure proper quantity, quality and seasoning;

Maintains order and discipline among inmates while they are working in food and dining area;

Assists in preparing menus and in determining amount of food to meet menu requirements;

Maintains records and prepares reports;

All Cook A/C positions may be required to work mandatory overtime.

#### **Qualifications**

High school diploma or GED; AND

Successful completion of a culinary arts program at a community college or vocational technical school.

OR

High school diploma or GED; AND

Two years of experience as a cook in a large scale food operation, where at least 200 complete meals are prepared per day, e.g., institutions, restaurants, schools, and hospitals. AND

Two years of experience in a supervisory capacity.

Special Note: Employees in these positions are required to furnish and maintain a food and beverage service workers permit through the local health department.

Note: Pre-employment process may include drug testing.

### Special Notes

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.

### Other Information

Department of Corrections Core Competencies for All Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 963-3207 or email Jennifer White at [jawhite2@doc1.wa.gov](mailto:jawhite2@doc1.wa.gov).

### How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020330\* and click on Start Search.
5. Click on the link Cook A/C, Clallam Bay, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.

8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.

9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

#### **Help is available**

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).